

PowerTeacher Quick Entry Tips

To help you to quickly accomplish tasks you perform frequently, you can use the following quick entry tips, which include a number of shortcut keys. Shortcut keys consist of pressing one or a combination of keys on the keyboard to complete a task. See the respective sections for detailed procedures.

Note: If you frequently refer to this page, you may find it helpful to print it and place it at your workstation.

Scoresheet Keyboard Shortcuts

Task	Shortcut (Windows)	Shortcut (Mac)
Assignments: Assign 100% of points possible	Do one of the following: <ul style="list-style-type: none">Enter an equal sign (=) and press ENTER to assign 100% of points possible for the assignmentOpen the Score Inspector and enter an equal sign (=) in the Score field	
Collected: Mark or clear a student's assignment as collected	Do one of the following: <ul style="list-style-type: none">Enter Col in the score field (repeat to remove)Enter period (.) in the score field (repeat to remove)Right-click in the score field and select Collected (repeat to remove)Open the Score Inspector and select the Collected checkbox (deselect the checkbox to remove)Use Fill Scores command to apply to multiple students	
Comments: Add a comment to a student's assignment score	Do one of the following, and enter comments in the Comment field: <ul style="list-style-type: none">Press and hold CTRL+SHIFT+IRight-click on a score field and select Show Score InspectorUse Fill Scores command to apply to multiple students	
Comments: Add a comment to a student's final grade	Do one of the following and enter comments in the Comment field: <ul style="list-style-type: none">Double-click on a student's final gradePress and hold CTRL+SHIFT+IRight-click on a final grade and select Show Score InspectorUse Fill Scores command to apply to multiple students	
Exempt: Mark a student's assignment as exempt	Do one of the following: <ul style="list-style-type: none">Enter Ex in the score fieldRight-click in the score field and select ExemptOpen the Score Inspector and select the Exempt checkboxUse Fill Scores command to apply to multiple students	
Fill Scores: Assign a score, comment, and/or flag (late, collected, missing, exempt) to multiple students for an assignment	Do one of the following: <ul style="list-style-type: none">Right-click in a score field and select Fill ScoresSelect Fill Scores from the Tools menu	
Late: Mark or clear a student's assignment as late	Do one of the following: <ul style="list-style-type: none">Enter Lt in the score field (repeat to remove)Enter asterisk (*) in the score field (repeat to remove)Right-click in the score field and select Late (repeat to remove)Open the Score Inspector and select the Late checkbox (deselect the checkbox to remove)Use Fill Scores command to apply to multiple students simultaneously	
Missing/Not Handed In: Mark or clear a student's assignment as missing	Do one of the following: <ul style="list-style-type: none">Enter Mi in the score field (repeat to remove)Enter forward slash (/) in the score field (repeat to remove)Right-click in the score field and select Missing (repeat to remove)Open the Score Inspector and select the Missing checkbox (deselect the checkbox to remove)Use Fill Scores command to apply to multiple students simultaneously	
Override a Final Grade	Do one of the following and select the Manual Override checkbox: <ul style="list-style-type: none">Double-click in a Final Grade fieldRight-click in a Final Grade field and select Score InspectorPress and hold CTRL+SHIFT+I	
Zoom In	Do one of the following: <ul style="list-style-type: none">Click on a final grade field or assignment header and press and hold CTRL+SHIFT+=Select Increase on the View menu	
Zoom Out	Do one of the following: <ul style="list-style-type: none">Click on a final grade field or assignment header and press and hold CTRL+SHIFT+-Select Decrease on the View menu	

Score Inspector Keyboard Shortcuts

Task	Shortcut (Windows)	Shortcut (Mac)
Navigate to the next assignment	Press and hold CTRL+ALT+RIGHT ARROW	Press and hold CTRL+OPTION+RIGHT ARROW
Navigate to the next student	Press and hold CTRL+ALT+DOWN ARROW	Press and hold CTRL+OPTION+DOWN ARROW
Navigate to the previous assignment	Press and hold CTRL+ALT+LEFT ARROW	Press and hold CTRL+OPTION+LEFT ARROW
Navigate to the previous student	Press and hold CTRL+ALT+UP ARROW	Press and hold CTRL+OPTION+UP ARROW
Open Score Inspector	Do one of the following: <ul style="list-style-type: none">Right-click in a score field and select Score InspectorPress and hold CTRL+SHIFT+ISelect Score Inspector from the Tools menu	

Main Menu Keyboard Shortcuts

Task	Shortcut (Windows)	Shortcut (Mac)
Copy	Press and hold CTRL+C	Press and hold COMMAND+C
Cut	Press and hold CTRL+X	Press and hold COMMAND+X
Hide other application windows	Press and hold ALT+TAB	Press and hold OPTION+COMMAND+H
Hide PowerTeacher Gradebook window	Press and hold ALT+TAB	Press and hold COMMAND+H
Open Assignments window	Press and hold CTRL+SHIFT+2	
Open Categories window	Press and hold CTRL+SHIFT+C	
Open Class Info window	Press and hold CTRL+SHIFT+5	
Open Grade Scales window	Press and hold CTRL+SHIFT+G	
Open Grade Setup window	Press and hold CTRL+SHIFT+4	
Open Gradebook online help	Press F1	Press and hold COMMAND+?
Open New Gradebook window	Press and hold CTRL+N	Press and hold COMMAND+N
Open Reports window	Press and hold CTRL+SHIFT+6	
Open Score Inspector	Do one of the following: <ul style="list-style-type: none">Right-click in a score field and select Score InspectorPress and hold CTRL+SHIFT+I	
Open Scoresheet window	Press and hold CTRL+SHIFT+1	
Open Students window	Press and hold CTRL+SHIFT+3	
Open the Preferences window	Press and hold CTRL+ ,	Press and hold COMMAND+ ,
Paste	Press and hold CTRL+V	Press and hold COMMAND+V
Quit PowerTeacher Gradebook	Press and hold ALT+F4	Press and hold COMMAND+Q
Recalculate Final Scores	Press and hold CTRL+SHIFT+R	
Revert (discard unsaved changes)	Press and hold CTRL+R	Press and hold COMMAND+R
Save	Press and hold CTRL+S	Press and hold COMMAND+S